

| TRAINING AND EVALUATION OUTLINE J1 OIP Checklist | | FUNCTIONAL AREA Family Support | FORM REVISION DATE 24-Oct-10 | REVIEW DATE | |
|--|---------------|-----------------------------------|---------------------------------|-------------------------------------|--|
| PROPOSITOR | TELEPHONE | UNIT EVALUATED | | DATE | |
| J1, SD JFHQ, DCSPER | 737-6710/6711 | | | | |
| Inspector: | | POINTS | | *Requires a "GO" on critical items. | |
| Unit Representative: | | Value | Earned | REMARKS | |
| Standards: (<u>Family Readiness Group</u>) (Items 1-9 are for all units regardless of level of command. Items 10, 11, and 12 are for MACOMs only). | | | | | |
| 1. The unit has established a Family Readiness Group (FRG) as evidenced by a completed Sanction (current and on file in unit Commander's Purple Book and State Family Readiness Office (SFRO)). | | 30 | | CRITICAL TASK | |
| 2. Commander has appointed a non-military FRG Lead Volunteer on memorandum (current and on file in unit Commander's Purple Book & SFRO). | | 30 | | CRITICAL TASK | |
| 3 Lead Volunteer has attended training for their position in the FRG? | | 20 | | | |
| 4. Unit FRG maintains a written family telephone tree containing <u>family</u> POC & telephone numbers & <u>family</u> email addresses (current & on file in unit Commander's Purple Book & SFRO)? | | 20 | | CRITICAL TASK | |
| 5. The Unit Family Readiness Group has tested the written telephone tree (note last date tested). | | 10 | | | |
| 6. Has the Commander documented Family Day Activities or training? | | 10 | | | |
| 7. There is a Family Sponsorship Program in place that includes inviting families of new ascessions to a FRG meeting or event (can be component of service member sponsorship program). | | 10 | | | |
| 8. Is there documentation that families have been contacted? | | 10 | | | |
| 9. The Commander and FRG Lead Volunteer have completed a yearly FRG Meeting Schedule and Agenda utilizing the ARFORGEN based template as provided from the State Family Program Family Readiness Assistant. The meeting schedule includes activities for spouses, family of single service members, and youth utilizing Military Family Life Consultant Library of Presentations. | | 40 | | CRITICAL TASK | |
| 10. The MACOM insures 80% of all Detachment, Company, or Battery subunits have a Sanctioned Family Readiness Group as evidenced by their own OIP checklist. This data agrees with records maintained by the Family Readiness Section. | | 30 | | CRITICAL TASK | |
| 11. The MACOM has a written plan for all remaining units to attain a Sanctioned FRG in a timely manner. The MACOM provides followup to ensure success of the plan utilizing OIP followup or another similar tool. | | 20 | | | |
| 12. The MACOM Commander has signed a roster detailing which subunit Lead Volunteers have attended training for their respective positions and comments showing when those without training expect to be able to attend. The roster also details which units have an established FRG telephone tree and date of last testing. The roster also lists which units have a Family Sponsorship Program in place. The roster also details the four points below from the FRG Checking Account Standard. The roster also details the 7 points listed below from the Unit Family Readiness Operations Standards. These items may be shown in the MACOM OIP checklist as an acceptable substitute. | | 30 | | | |
| (Note:260 pts possible for Bn/higher -180 pts possible for Co/Det) TOTAL: | | 260 or 180 | 0 | | |

Standards: (Family Readiness Group Checking Account) OPTIONAL (Items 1-5 apply to all units regardless of level of command)

(The FRG Checking Account is optional for the unit. However, if an account exists, then these standards must be observed) Unit must have all GOs in this areas to have a viable checking account.

| | | | |
|---|-------------|--|-----------------------------|
| 1. If Checking Account exists, the FRG Treasurer and alternate treasurer <u>have</u> been appointed on a memorandum. | GO or NO GO | | |
| 2. Checking Acct is identified at the financial institution by an Employer Identification Number instead of personal SSN. | GO or NO GO | | |
| 3. Two signatures are required on Checking Account & when signing all checks. | GO or NO GO | | |
| 4. Has the treasurer's report been filed with the Commander and the SFRO? Annually by 30Sep unless deployed than quarterly. | GO or NO GO | | |
| 5. Balance of account as prescribed by regulation/guidance of \$10,000 | GO or NO GO | | All measurements must be GO |

Standards: (Unit Family Readiness Operations) (Items 1-6 apply to all units regardless of level of command)

| | | | |
|---|------------|----------|---------------|
| 1. Commander has appointed a <u>military</u> Unit Family Readiness Representative on memorandum (current & on file in unit Commander's Purple Book and SFRO) | 30 | | CRITICAL TASK |
| 2. Unit Family Readiness Representative has attended training for their position in the FRG? | 20 | | |
| 3. Has the Commander conducted and documented the required Annual Pre-Mobilization Briefing to families? (trng.schedules/sign-in rosters) | 20 | | |
| 4. Has the Commander documented Youth activities or training? | 10 | | |
| 5. The unit has posted location and telephone contact numbers for the supporting Family Assistance Centers and the unit Family Readiness Group's Lead Volunteer. (unit bulletin board) | 10 | | |
| 6. Has the Commander completed the necessary Family Care Plans? | 10 | | |
| TOTAL: | 100 | 0 | |

| | | | |
|---|-----|---|--------------------------------------|
| OVERALL FRG SECTION & UNIT FR OPERATIONS SECTION TOTAL: | 360 | 0 | Divide earned score by overall score |
|---|-----|---|--------------------------------------|

| INSPECTED AREA | POINTS | | | | RATING (circle one): | |
|---|----------|---------|------------|-------------|----------------------|--|
| | POSSIBLE | AWARDED | % of Score | Area Rating | T | Commendable (85-100% of possible points) |
| Family Readiness Group | 260 | 0 | 0% | | | |
| Family Readiness Group Checking Account | Go/No Go | | N/A | | P | Practice (70% to 84% of possible points) |
| Unit Family Readiness Operations | 100 | 0 | 0% | | | |
| | | | | | U | Untrained (less than 70% of possible points) |
| | | | | | | |
| | | | | | TOTAL SCORE ACHIEVED | |
| | | | | | 0% | |

Note: Regardless of the total point value assigned to any sub area of inspection, failure of a CRITICAL TASK shall result in that particular sub area being rated a "U". Any CRITICAL TASK receiving less than 70% of its respective points shall be considered failure.

SUMMARY INSPECTION RESULTS

1. Identify at least three examples of strengths that are both measurable and quantifiable:
2. Identify specific areas that require improvements. Identify problem and proposed solution
3. Identify systemic issues:
4. Identify excellent systems or excellent performance areas
5. Identify required actions with suspense dates